

21st Century Community Learning Centers

Preparing for On-Site Monitoring

Before the On-Site Visit

- ✓ Prepare a file containing documentation for each requirement on the monitoring document.



- ✓ Label and number file folders in order according to the monitoring document. Place appropriate documentation in each folder, providing more than one form of proof of the requirement where possible. Example: Pictures of family involvement activities must be accompanied by the sign-in sheets from those activities.
- ✓ Gather information for Section Two (Operational Information) of the monitoring document. Pay particular attention to these points:

Page 2: Program Hours

Do the number of hours support what is specified in the original grant?

Page 2: I. Program Design

Have any significant changes been made to the program design from those detailed in the original application?

Has a request for approval been made?

✓ Section Three (Grantee Compliance)

Provide **complete documentation** for each requirement on the monitoring document. Note these trouble spots:

Page 4: 2. Outreach

Be sure to include documentation of outreach conducted for participants at the onset/entrance to the program.

Page 5: 5. Parent/Family Programming

Attendance logs should be maintained for any and all parent/family programming activities.

Page 5: 8. Adequate Progress

Documentation should be presented to demonstrate progress made during the year. **Match ongoing data collection and analysis to grant objectives.**

Page 5: 9. Sustainability Plan

A Sustainability Plan should be presented. Attempts to secure sustainable funding or other contributions should be well documented and included in the **written** plan.

Page 6: 13. Documentation of Background Checks

Page 6: 14. Supplement, Not Supplant School Services

Page 10: 36. Written Staff/Volunteer Evaluations

Page 10: Data Collection/Analysis

Data collection and analysis must be documented and must adhere to grant specifications.

Be certain that you are complying with the specifications of your original grants. Are you doing what you said you would do?